

# SYDNEY TRAMWAY MUSEUM

## Document Control Record

### 1. Document Details:

**Name:** CORRECTIVE ACTION REPORT  
**Number:** STM6078  
**Version Number:** ~~1.43~~

**Document Status:**  Working Draft  
 Approved for Issue  
 Archived

**Next Scheduled Review Date:** .....

### 2. Version History:

Version Number	Date	Reason/Comments
1.0	22/01/2007	Initial draft
1.1	17/05/2011	Corrected the page numbers.
1.2	14/05/2016	Amended Distribution List format
1.3	28/04/2017	Amended the report to carry a report no.
1.4	30/06/2020	Correct minor error on report-

**Approved by** ..... **Signature & Date** .....

### 3. Distribution List

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer
STM Office		STM Office cupboard

**SYDNEY TRAMWAY MUSEUM**

**CORRECTIVE ACTION REPORT**

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Tramcar No. ..... Date: ..... Report No.: .....

Raised By: ..... Membership No.: .....

Incident Reported By: ..... Membership No.: .....

Date Reported: ..... Date Closed: .....

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**Brief Title:** .....

*Please appropriate tick box*

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|--------------------------|-------------------------------|--|
| <input type="checkbox"/> | <b>TRAFFIC RELATED</b>        | <i>[Tramcar operations, traffic safety, etc]</i>                       |
| <input type="checkbox"/> | <b>INFRASTRUCTURE RELATED</b> | <i>[Track, Overhead, drains, etc]</i>                                  |
| <input type="checkbox"/> | <b>LEVEL CROSSING</b>         | <i>[Faults and failures]-see Level Crossing Action Sheet (STM6066)</i> |
| <input type="checkbox"/> | <b>OTHER</b>                  | <i>[Any other, Locks sticking, taps leaking, etc]</i>                  |
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**Description of Defect/Problem:**

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**Immediate Containment Action:**

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<u>Date Effective:</u> ..... ..... ..... ..... ..... ..... ..... ..... .....
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**Investigation Results:**

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Continue over the page

SYDNEY TRAMWAY MUSEUM

**CORRECTIVE ACTION REPORT**

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**Root Cause:**

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**Permanent Corrective Action:**

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<u>Planned Dates:</u>	<u>Verification &amp; Date:</u>
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**Prevent Recurrence:**

**Technical Advice:**

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**Management Process Advice:**

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